

MOOSE DEER POINT FIRST NATION EMPLOYMENT OPPORTUNITY



Position:	Office/Finance Administrator, Moose Deer Point Marina
Duration:	Permanent Full time, 40 hr/wk upon successful completion of probation
Hourly Rate:	\$22 to \$27. To be determined, based on qualifications
Start Date:	As Soon As Possible

Moose Deer Point Marina is a full service marina owned and operated by the Moose Deer Point First Nation. Located on Twelve Mile Bay approximately 2 hours north of Toronto, our Marina has 250 slips and covered storage for 230 boats as well as a full service shop, gas, hydro, water, pump out, propane and a general store to serve the members and the cottaging public. We are seeking a motivated, self-directed individual to perform the financial and office administration duties in our busy marine enterprise.

Qualifications:

- Minimum Grade 12 OSSD with experience and training in accounting, computer accounting programs and spreadsheets. Post-Secondary education in an accounting or business related field recommended and considered an asset
- Proficiency in the Business Visions Accounting software a requirement
- Previous experience overseeing, managing an office environment and staff
- Experience overseeing accounting functions in a Marina setting considered an asset
- Computer proficiency in all Microsoft Office applications

Under the direct supervision of the Moose Deer Point Marina Manager, the Office/Finance Administrator will be responsible for performing, the following summarized list of duties:

- Monitor accounts receivable and process payments
- Record accounts payable and submit payments to suppliers as required
- Respond to customer inquiries involving account balance, invoicing, etc
- Process all purchase orders and work orders associated with the service department
- Prepare and submit all government remittances ie; WSIB, HST, Gas Tax Vouchers, etc.
- Prepare bank reconciliations and finalize monthly statements
- Prepare and process payroll
- Prepare contracts and invoicing for dockage and storage
- Completion of audit preparations and ensure compliance of all financial accountabilities as indicated in the Marina Financial Policy
- Perform duties associated with Human Resources (HR) ie; new hire letters of offer, ROE, WSIB claims, etc.
- Provide clerical support to the Marina Manager for all correspondence pertaining to Marina business
- Maintain personnel files for all staff of the Marina
- Provide assistance to the store clerk staff when and as needed ie; ordering, store coverage
- Liaise with staff and customers as needed
- Any other duties as may be deemed necessary by the Marina Manager

Please submit your updated resume and cover letter to the First Nation Government Office, Attention: Colette Isaac, Administrator on or **by February 24, 2019**. Resumes will be accepted at the Government Office or by email to colette.isaac@moosedeerpoint.com. Please put "Marina Office/Finance Administrator" in the subject line or sealed envelope.

We thank you for your interest in employment with the Moose Deer Point Marina, however only those candidates demonstrating the above noted qualifications will be contacted for an interview.